

**RICHLAND COUNTY, SOUTH CAROLINA
TASK ORDER No. 7-2016-RichlandCo**

Richland County, South Carolina (County) hereby authorizes the services to be performed by Tetra Tech, Inc. (Tetra Tech) for the period of performance and estimated budget set forth herein:

PROJECT: Community Development Block Grant Disaster Recovery (CDBG-DR) Planning and Implementation Services -- October/2015 Severe Storm and Flooding

DURATION OF WORK:

Estimated period of performance is from **June 27, 2016** through **June 26, 2017**

To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

SCOPE OF SERVICES:

The County and Tetra Tech agree that Tetra Tech will provide services described in the scope of work attached hereto as **Exhibit A**.

ESTIMATED COST (not to exceed):

Initial Not-to Exceed (NTE) Amount: **\$996,843.00**

The cost is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between Richland County and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the **Richland County RFP No. RC-651-P-2016** for Consulting and Representation Services - Disaster Recovery. Exhibit 1 shows the estimated project cost breakdown.

Exhibit 1: Estimated Cost Breakdown
(Includes labor, materials, and travel expenses)

| Task | Estimated # of Staff | Estimated Hours | Estimated Cost |
|--|-----------------------------|------------------------|-----------------------|
| Assistant CDBG-DR Program Manager ¹ | 1 | 1,820 | \$318,500 |
| CDBG-DR Case Workers Outreach/Intake and Application Review Specialists ² | 3 | 5,040 | \$543,600 |
| Project Related Expenses | | | \$134,743 |
| Estimated Total: | | | \$996,843 |

¹ Assumes 40hrs/week for 6 months on site followed by 30hrs/week during months 7-12. Work during months 7-12 may be performed onsite and remotely.

² Assumes 3 case workers (one lead serving as housing program manager and 2 subordinates) working 40hrs/wk. Lead will start month 2. The remaining 2 case workers will start month 4.

OTHER DIRECT COST (ODC):

Non-labor expenses shall be invoiced as follows: 1) travel expenses including airfare and car rental shall be invoiced at cost, without mark-up and with approved documentation (bills/receipts are required); 2) lodging shall be invoiced up to the GSA per diem rate (receipts are required; must be itemized on a daily basis and broken down per person); 3) meals and incidentals shall be invoiced at the GSA per diem rate (receipts are not required); 4) mileage shall be invoiced at the federally published rate; 5) Field documents and other equipment/supplies shall be invoiced at cost, without markup and with approved documentation, and 6) other required non-labor expenses as may be applicable to the project and pre-approved by the County shall be invoiced at cost, without mark-up (receipts are required).

INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be mailed to:

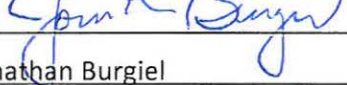
Richland County Finance Dept.
P.O. Box 192
Columbia, SC 29204

Payment terms are Net 30 days -- Payments are to be mailed to:

Tetra Tech, Inc.
PO 911642
Denver, CO 80291-1642

APPROVED BY:

Tetra Tech, Inc.

Signature: 
Name: Jonathan Burgiel
Title: Vice President/Ops Manager

Richland County, South Carolina


Signature: 
Name: Warren Harley
Title: Asst. County Admin.

EXHIBIT A SCOPE OF SERVICES

Background and Purpose

The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in HUD CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County must develop and implement a plan to manage these funds meticulously and comply with all HUD regulations.

It is anticipated that the CDBG-DR funds will be expended over a period of up to 6 years with approximately 3 to 4 months for pre-implementation planning and 30 days of post-implementation closeout paperwork for a total project timeline (i.e., pre-planning, implementation and closeout) of up to 5.5 years however it is anticipated that the funds will be expended in a much shorter time period).

Tetra Tech, Inc. (Tetra Tech) has been requested by Richland County (the "County") to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing and infrastructure programs.

Scope of Work

The County has requested that the following technical positions be provided by Tetra Tech:

- Assistant CDBG-DR Program Manager
- Three (3) CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one with housing program management experience)

Project responsibilities to be performed by Tetra Tech along with the level of effort in hours during the 12 months of this task order are provided in **Exhibit B**.

Project Timeline

The scope of work is based on a 12 month timeframe beginning June 27, 2016 and extending out until June 26, 2017. The project work schedule will be reviewed during the last 90 days of this 12 month work schedule to determine if a work extension is required for one or more of the positions budgeted for in this task order.

Assumptions

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.

- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff, cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Assistant CDBG-DR Program Manager will work on site for up to 6 months. It is assumed that after 6 months, the Assistant CDBG-DR Program Manager may work alternating weeks onsite and remotely.
- **Period of Performance.** To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.

**EXHIBIT B
POSITION DESCRIPTION**

Position: CDBG-DR Assistant Program Manager

This Tetra Tech position will report directly to the County's Community Development Director and will assist the County with management of the day to day activities and the staff of the County's CDBG-DR Programs for housing buyouts, rehabilitation and elevation, infrastructure and economic development programs.

Description of role and responsibilities – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Community Development Director for the development and implementation of the County's \$23.5 million CDBG-DR program by providing the following specific services:

- Manage the development of the implementation plan/evidence of financial control³ to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD
- Manage the development of the policy and program guidelines for the CDBG-DR programs which are in compliance with US HUD guidelines and the County's Action Plan;
- Work with the County's Information Technology Department to develop the electronic application and the intake and case management systems and processes;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the develop the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the development of the Duplication of Benefits review.
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the CDBG-DR programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Assist with the coordination between the County's Community Development Director and the County's Legal Department to develop the project agreements between the County and the contractors;

³ This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Develop and deliver, along with the County Community Director training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Communication with senior leadership and elected officials with the coordination and direction of the County's Community Director and/or the County Administrator;
- Attend client's internal staff meetings at the request of the Community Development Director
- Attend meetings and conference calls with US HUD with the Community Development Director;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Community Development Director and other representatives of the County;
- Attend the County's Blue Ribbon Advisory Committee along with the Community Development Director and representatives from the County;
- Attend the County's Work Group meetings along with the Community Development Director and representatives from the County;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Attend meetings with the State of South Carolina along with the Community Development Director and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Community Development Director full-time (minimum of 40 hours per week) for the first 120 days (6 months) of the implementation program for a total of 1,040 hours. After the first 120 days are complete, the County and Tetra Tech will mutually agree to the number of hours assigned to this position for the next 120 days. At a minimum, the position will report for a minimum of 30 hours per week for the next 120 days during the first year of the program's implementation, for a total of 1,820 hours.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County

Position: CDBG-DR Case Managers Outreach/Intake and Application Review Specialist

These three (3) Tetra Tech management positions will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. These positions will provide case management services related to the County's CDBG-DR Implementation programs for housing program, infrastructure program and economic development program. One of the three positions will be an experienced CDBG-DR housing program manager that will provide oversight and management to the other Tetra Tech and County CDBG-DR case managers.

Description of role and responsibilities – More specifically, there will be one case manager position assigned to manage each of the following programs - Housing Program, Infrastructure Program and Economic Development Program. These three positions will provide technical guidance, strategic direction and management services during the implementation of the County's CDBG-DR program. It is important to note that these three case managers may provide assistance to each other to process and manage projects under each of the programs. The number of projects under each program will be determined by the unmet needs and the number of applications submitted to the County. The roles and responsibilities are as follows:

- Manage the implementation of the individual programs developed in the Action Plan;
- Provide expert technical assistance to the County and the applicants on CDBG-DR requirements and regulations;
- Meet with the residents, citizens, business owners and property owners interested in CDBG-DR assistance;
- Meet with prospective applicants to describe the program, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all of the County's CDBG-DR policies, procedures and guidelines for the programs and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;

- Coordinate with the internal CDBG-DR Inspectors/Cost estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Manage the interface with the selected contractor for the work to monitor the completion of the work; compliance with the County's policies and procedures;
- Evaluate issues and work with the Assistant CDBG-DR Program Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Travel throughout the County and visit sites of proposed projects;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Community Development Director's approval and signature.

Each of the three positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 40 hours per week, for each position, beginning month 2 for the lead case worker and month 4 for the remaining 2 case workers. The total number of hours for the first year of the task order would be between 5,040 hours. After the first year, hours will be assigned at a mutually agreeable rate.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

Richland County, South Carolina
CDBG-DR Planning and Implementation Services
Proposal

June 27, 2016

Background and Purpose

The flooding event that impacted the State of South Carolina from Oct 1 thru 5, 2015 was unprecedented in nature, destroying significant infrastructure throughout the State. Richland County was one of the most impacted areas, with many residents' homes flooded and hundreds of roads made impassable. As a result of the storm, many homeowners, many with low to moderate income, experienced significant losses not fully covered by insurance or FEMA Individual Assistance.

As a result of the disaster, Richland County was provided a direct allocation of \$23.5 million in HUD CDBG-DR funds to assist the County with the unmet needs of its citizens from the storm. The County must develop and implement a plan to manage these funds meticulously and comply with all HUD regulations.

It is anticipated that the CDBG-DR funds will be expended over a period of up to 6 years with approximately 3 to 4 months for pre-implementation planning and 30 days of post-implementation closeout paperwork for a total project timeline (i.e., pre-planning, implementation and closeout) of up to 5.5 years however it is anticipated that the funds will be expended in a much shorter time period).

Tetra Tech, Inc. (Tetra Tech) has been requested by Richland County (the "County") to provide experienced staff to help develop the processes for administering the CDBG-DR funds and implement the resulting housing and infrastructure programs.

Scope of Work

The County has requested that the following technical positions be provided by Tetra Tech:

- Assistant CDBG-DR Program Manager
- 3 CDBG-DR Case Workers Outreach/Intake and Application Review Specialists (one with housing program management experience)

Project responsibilities to be performed by Tetra Tech along with the level of effort in hours during the 12 months of this task order are provided in Attachment A.

PROJECT SCHEDULE/TIMELINE

Tetra Tech will work with County to determine if the delivery schedule below is appropriate given County's priorities and operational considerations. The current scope of work is based on a 12 month timeframe beginning June 27, 2016 and extending out until June 26, 2017. The project work schedule will be reviewed during the last 90 days of this 12 month work schedule to determine if a work extension is required for one or more of the positions budgeted for in this task order.

PROJECT COST PROPOSAL

The proposed estimated budget is based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between Richland County and Tetra Tech. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rate along with direct project related expenses reimbursed to Tetra Tech in accordance with the Professional Services Agreement procured under the Richland County RFP No. RC-651-P-2016 for Consulting and Representation Services - Disaster Recovery. Exhibit 1 shows the estimated cost breakdown by project tasks.

Exhibit 1: Estimated Cost Breakdown by Staff Position

(Includes labor, materials, and travel expenses)

| Position | # of Staff | Hours | Estimated Cost |
|--|------------|--------------|------------------|
| Assistant CDBG-DR Program Manager ¹ | 1 | 1,820 | \$318,500 |
| CDBG-DR Case Workers Outreach/Intake and Application Review Specialists ² | 3 | 5,040 | \$543,600 |
| Project Related Expenses | | | \$134,743 |
| Estimated Total: | | 6,860 | \$996,843 |

This estimate is valid for 60 days from the date of the proposal. To the extent the proposed scope and budget do not meet the County's needs; Tetra Tech would be willing to negotiate a revised scope and budget.

PROJECT ASSUMPTIONS AND CONSTRAINTS

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor.** County will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Tetra Tech for review in electronic format within five business days of the request from Tetra Tech.
- **Access to Key Personnel.** Availability of County key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Work Location/Meeting Space.** Tetra Tech will perform work on-site at Richland County offices or participate via conference call during the performance period. The work location of each individual assigned to the project by Tetra Tech will be mutually agreed to by the County and Tetra Tech. It is envisioned that case management staff, cost estimators and inspectors will be located on site in Richland County. It is anticipated that the Assistant CDBG-DR Program Manager will work on site for up to 6 months. It is assumed that after 6 months, the Assistant CDBG-DR Program Manager may work alternating weeks onsite and remotely.

¹ Assumes 40hrs/week for 6 months on site followed by 30hrs/week during months 7-12. Work during months 7-12 may be performed onsite and remotely.

² Assumes 3 case workers (one lead serving as housing program manager and 2 subordinates) working 40hrs/wk. Lead will start month 2. The remaining 2 case workers will start month 4.

- **Period of Performance.** To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.
- **Payment Plan.** The County will be invoiced monthly for labor expended and expenses incurred in the prior calendar month. Invoice payment terms are net 30 days.

For questions concerning this proposal, please contact the representatives listed below.

Contractual representative:

Ms. Betty Kamara

(321) 441-8518 | (407) 803-2551

Technical representative:

Mr. Jonathan Burgiel

(407) 342-2282

Attachment A

Position: CDBG-DR Assistant Program Manager

Position Description

This Tetra Tech position will report directly to the County's Community Development Director and will assist the County with management of the day to day activities and the staff of the County's CDBG-DR Programs for housing buyouts, rehabilitation and elevation, infrastructure and economic development programs.

Description of role and responsibilities – More specifically, the position will provide technical guidance, strategic direction and management assistance to the County's Community Development Director for the development and implementation of the County's \$23.5 million CDBG-DR program by providing the following specific services:

- Manage the development of the implementation plan/evidence of financial control³ to be submitted 30 days after the public notice is published by US HUD and the Action Plan which is due 90 days after the public notice if published in the Federal Register by US HUD
- Manage the development of the policy and program guidelines for the CDBG-DR programs which are in compliance with US HUD guidelines and the County's Action Plan;
- Work with the County's Information Technology Department to develop the electronic application and the intake and case management systems and processes;
- Develop all forms for tracking each step of the process for the implementation program;
- Manage the development of the data and information management procedures;
- Manage the develop the administrative procedures;
- Manage the development of internal compliance reports and monitoring process for quality control;
- Manage the process to design and ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;
- Manage the required Environmental Reviews of Record and Historic Preservation reviews for projects; Develop processes and implementation plans that meet HUD requirements for Davis Bacon, The Uniform Relocation Act requirements;
- Manage the process for damage assessments and development of project cost estimates and the scopes of work for the projects;
- Manage the solicitation process of the contractors for the work associated with the CDBG-DR programs and projects;
- Manage the construction process to ensure that work is being completed which would include the inspectors;
- Coordinate between the County's Community Development Director and the County's Legal Department to develop the project agreements between the County and the contractors;

³ This is a new HUD requirement and the official definition of this document will be included in the Public Notice published in the Federal Register

- Develop and deliver, along with the County Community Director training of internal County staff on the implementation of the CDBG-DR program.
- Develop and deliver training programs on the County's CDBG-DR program for the construction contractors;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director
- Attend meetings and conference calls with US HUD with the Community Development Director;
- Travel throughout the County and visit sites of proposed projects and projects;
- Assist with the preparation of materials for and attend public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses along with the Community Development Director and other representatives of the County;
- Attend the County's Blue Ribbon Advisory Committee along with the Community Development Director and representatives from the County;
- Attend the County's Work Group meetings along with the Community Development Director and representatives from the County;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding;
- Attend meetings with the State of South Carolina along with the Community Development Director and/or appropriate representatives from the County; and
- Interface with the general public.

The position will report to the County Administrative Building and Community Development Director full-time (minimum of 40 hours per week) for the first 120 days (6 months) of the implementation program for a total of 1,040 hours. After the first 120 days are complete, the County and Tetra Tech will mutually agree to the number of hours assigned to this position for the next 120 days. At a minimum, the position will report for a minimum of 30 hours per week for the next 120 days during the first year of the program's implementation, for a total of 1,820 hours.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.

Position: CDBG-DR Case Managers Outreach/Intake and Application Review Specialist

Position Description

These three (3) Tetra Tech management positions will report directly to Tetra Tech's Assistant CDBG-DR Program Manager and the County's Community Development Director. These positions will provide case management services related to the County's CDBG-DR Implementation programs for housing program, infrastructure program and economic development program. One of the three positions will be an experienced CDBG-DR housing program manager that will provide oversight and management to the other Tetra Tech and County CDBG-DR case managers.

Description of role and responsibilities – More specifically, there will be one case manager position assigned to manage each of the following programs - Housing Program, Infrastructure Program and Economic Development Program. These three positions will provide technical guidance, strategic direction and management services during the implementation of the County's CDBG-DR program. It is important to note that these three case managers may provide assistance to each other to process and manage projects under each of the programs. The number of projects under each program will be determined by the unmet needs and the number of applications submitted to the County. The roles and responsibilities are as follows:

- Manage the implementation of the individual programs developed in the Action Plan;
- Provide expert technical assistance to the County and the applicants on CDBG-DR requirements and regulations;
- Meet with the residents, citizens, business owners and property owners interested in CDBG-DR assistance;
- Meet with prospective applicants to describe the program, review applicable required materials and provide technical assistance on the application;
- Review submitted applications for compliance with the program guidelines and policies;
- Review and evaluate applications for compliance with all of the County's CDBG-DR policies, procedures and guidelines for the programs and provide recommendations for decisions;
- Coordinate with the internal staff to conduct site inspections of proposed projects and the development of the damage assessment, cost estimate and definition of the scope of work for the application;
- Coordinate with the internal staff to conduct required inspections of projects for compliance with CDBG-DR program requirements;
- Coordinate with the County's staff to conduct required inspections of projects for compliance with the applicable County's codes, rules and regulations;
- Meet with applicants to advise them regarding the award and the time schedule for the completion of the project;
- Manage the data and information for the assigned applications and cases per the required policies and procedures to ensure accurate project work records are maintained and accessible to meet Grantee/Sub-Grantee needs and auditory requirements;

- Coordinate with the internal staff to assign the required Environmental Reviews of Record and Historic Preservation reviews for projects;
- Coordinate with the internal staff to assign and review the damage assessments, project cost estimates and the scopes of work for the projects;
- Coordinate with the internal CDBG-DR Inspectors/Cost estimators to assign inspectors to inspect the construction work that is being completed, (including the County's Building Department and Floodplain Manager for relevant inspections);
- If required; coordinate with the internal staff to conduct required title searches and appraisals;
- Manage the interface with the selected contractor for the work to monitor the completion of the work; compliance with the County's policies and procedures;
- Evaluate issues and work with the Assistant CDBG-DR Program Manager to developed proposed solutions;
- Prepare a written recommendation on the received applications;
- Review and provide recommendation for invoices submitted to the County;
- Attend required training programs on the County's CDBG-DR program offered by the County;
- Communication with senior leadership staff from clients including elected officials;
- Attend client's internal staff meetings at the request of the Community Development Director and the Tetra Tech's Assistant CDBG-DR Program Manager;
- Travel throughout the County and visit sites of proposed projects;
- Assist with the preparation of materials for public meetings, meetings with key stakeholder groups and residents, and meetings with property owners and businesses;
- Assist with the preparation of the internal compliance reports and monitoring process for quality control;
- Attend other meetings as assigned with the Community Development Director and representatives from the County;
- Interface with County Departments along with the Community Development Director;
- Work with the County staff and other Tetra Tech staff to identify opportunities to utilize and leverage the CDBG-DR funding with other Federal and State awarded funding for disaster recovery including HMGP, Flood Mitigation Assistance, FEMA 404 and 406 funding; and
- Prepare applicable written correspondence to applicants for the County's Community Development Director's approval and signature.

Each of the three positions will report to the County Administrative Building daily. They will be managed by the Tetra Tech's Assistant CDBG-DR Program Manager and the Community Development Director for an average of 40 hours per week, for each position, beginning month 2 for the lead case worker and month 4 for the remaining 2 case workers. The total number of hours for the first year of the task order would be between 5,040 hours. After the first year, hours will be assigned at a mutually agreeable rate.

Assumption: It is assumed that the County's Community Development Director or the County's responsible representative will be responsible for making all binding and legal decisions related to the CDBG-DR program. This includes signing and approving decisions of award, contracts, invoices and requisitions for payment of CDBG-DR funding. It also includes the hiring, termination and discipline of county employees and contractors other than the Tetra Tech staff assigned to this project. This position will not provide legal services to the County.